



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	10/26/17	Interviewer:	SGS	RFA #17 – 64
Name of Person(s) Requesting Assistance: [REDACTED]				
Contact Numbers (telephone, e-mail, etc.): [REDACTED]				
Status of Person(s) Interviewed (title, position, student status, etc.): FM Staff (ex)				
Requested Assistance Pertaining To (name, position, policy, project, etc.):				

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input checked="" type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line			
Date	Item	Comments	
		Converted from [REDACTED]	
10/26/17	SGS t/c with [REDACTED]		
11/7/17	SGS & LB meet with [REDACTED]	SGS talk to [REDACTED] about the bias incident form the EO office received from [REDACTED]. [REDACTED] explained the basic structure of the department [REDACTED] worked in, and provided some insight as to [REDACTED] situation. SGS and LB also talked with [REDACTED] regarding some potential strategies for addressing [REDACTED] concerns.	
12/13/2017	LB t/c with [REDACTED]	LB explained to [REDACTED] that he and SGS met with [REDACTED], and they plan to conduct an informal resolution. LB also told [REDACTED] that SGS and LB plan to talk to [REDACTED] again later in the week to discuss a plan regarding the informal resolution.	

		<p>█████ indicated that he would like an update after the meeting with █████</p>
12/13/17	LB and SGS met with █████	<p>LB and SGS discussed with █████ the plan regarding the informal resolution. The plan includes LB interviewing three staff members from █████ area to better understand █████ concerns.</p>
12/13/17	LB called █████	<p>LB asked █████ if he was okay with SGS and LB using his name, or would he like to remain unanimous. █████ said he needed some time to think about it, and he would call LB when he makes his decision.</p>
12/14/17	█████ called LB	<p>█████ told LB that he was okay with SGS and LB using his name. █████ explained that he thought it was important that the people knew who filled out the bias form. █████ also gave LB some additional names that he thought were important.</p>
1/16/18	LB interviewed █████	<p>█████ told LB that he does not believe other employees treated differently because he is a veteran. █████ explained that some of the people did not respond well to █████ rigid style. In addition, █████ explained that some people were mad that █████ was not an internal hirer, because there were several internal staff members who applied for █████ position and did not get it.</p>
1/16/18	LB interviewed █████	<p>█████ explained that he and █████ got along for the most part. █████ said he was the █████, and other employees would complain about █████ supervision style. They said he was very rigid. Nonetheless, █████ indicated that he does not believe anyone treated █████ differently because of his veteran status.</p>
1/17/18	LB interviewed █████	<p>█████ explained that he was very careful around █████ because █████ quickly broke █████'s trust. █████ said █████ preferred to work with █████ from housing instead of the facilities staff members. █████ also thought █████ was denigrating facilities by constantly making negative comments about the department. █████ said █████ would recommended facilities should contract out, which █████ did not like. █████ did not trust the fact that a new person came in doing that.</p> <p>█████ does not believe █████ was treated differently because he was a veteran. █████ does not recall any staff members saying anything about █████'s veteran status.</p> <p>█████ explained that there are other veterans on the crew, and nothing ever came up their Veteran status.</p>

1/29/18	█████ email Hailey	█████ requested an update regarding the informal inquiry.
1/29/18	LB email █████	LB provided █████ with an update regarding the informal inquiry.
2/9/18	LB and SGS called █████	LB and SGS explained to █████ that they took his concerns seriously and interviewed several individuals. In addition, LB and SGS explained to █████ that EOO will do some trainings with his former department's leads and supervisors. █████ thanked LB and SGS for talking to █████. However, he was not fully satisfied with the outcome. He asked if he could talk further about this in the future, and LB said yes.